

4273-42 14
APPLICATION FOR RECORDS RETENTION SCHEDULEOFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 9/20/78	1. Agency Address Department of Natural Resources Environmental Protection Division Land Protection Branch 270 Washington Street, S.W. Atlanta, Georgia 30334	Application Number 78-335	
Application Number		Date Received NOV -2 1978	Date Completed DEC 14 1978
2. Person to Contact Margaret Gilbert		Working Title Secretary Principal	Telephone Number 656-2833
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1973 to date	5. Records Series Title (followed by title used in office; if different) Chief, Land Protection Branch Subject Files		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Land Protection Branch is the Branch within the Environmental Protection Division, Department of Natural Resources, which handles all matters relating to the collection and disposal of solid waste in the State of Georgia.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: documenting the activities of the Land Protection Branch of the Department of Natural Resources. Included are: correspondence, memoranda, reports to Commissioner and Director, news releases, federal and state legislation, federal grant project material, and assorted material on membership in various associations. File is arranged: by subject; thereunder chronologically by date. —in date order according to subject.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>12</u> ; Seven to twelve months old <u>12</u> ; Thirteen to twenty-four months old <u>6</u> ; twenty-five months and older <u>1</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>2</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>2</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Historic value

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 2 year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series. Yes

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Moses N. McCall, III	9/21/78	Maria J. York	10-27-78

State Auditor/Designee	Secretary of State/Designee	Attorney General/Designee	State Records Committee (Signature)	Date
			[Signature]	12-12-78
			Carolee Hart	12-11-78
			[Signature]	12-12-78

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)